

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR		CONTRACT NO./TASK NO.		JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.		NASS- 99124	TASK NO. 53	AMENDMENT	730-315-90-41-89 99
TASK TITLE: (NTE 80 characters; include Project name) CCSDS Data Standards Management Engineering Services					
APPROVALS: (Type or print name and sign)					
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)		DATE	ORG CODE	MAIL CODE	PHONE
William B. Poland, Jr. <i>William B. Poland, Jr.</i>		99-4-27	730	730.4	301-286-8592
BRANCH HEAD		DATE	CODE		PHONE
Kris Brown <i>Kris Brown</i>		4-27-99	730		301-286-6406
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)		DATE	CODE		PHONE
for Fred Huegel <i>Deborah A. Clark</i>		4/29/99	568		301-286-2285
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (IF YES, AFD CODE FOR CONTINGENCY NEXT BLOCK)		CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		Larry Moore			
The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.				(To be completed by Contracting Officer) C.O. Requested Quote on: Date: MAY - 3 1999	
Contractor will develop specification or statement of work under this task for a future procurement. <input type="checkbox"/> NO <input type="checkbox"/> YES					
Flight hardware will be shipped to GSFC for testing prior to final delivery. <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A					
Government Furnished Property/Facilities: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)					
Onsite Performance: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES If yes: <input type="checkbox"/> TOTAL <input checked="" type="checkbox"/> PARTIAL If partial, indicate onsite work in SOW by asterisk (*)					
Surveillance Plan Attached: <input type="checkbox"/> NO <input type="checkbox"/> YES					
Highlighted Contract Clauses: (to be completed by Contracting Officer) Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be May 3, 1999.					
INCENTIVE FEE STRUCTURE (check one) (See Contract NAS5-99124, Attachment K, Incentive Fee Plan)					
	No. 1	No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	9%
Schedule	15%	25%	25%	50%	9%
Technical	75%	25%	50%	25%	9%
(To be completed by Contracting Officer)					
The target cost of this task order is \$ 53,604					
The target fee of this task order is \$ 1,079					
The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 54,683					
The maximum fee is \$ 1,577					
The minimum fee is \$0.					
AUTHORIZED SIGNATURE:					
THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"					
<i>Lorrie L. Eakin</i>		9/22/99		Lorrie L. Eakin Contracting Officer	
SIGNATURE OF CONTRACTING OFFICER		DATE		TYPED NAME OF CONTRACTING OFFICER	
CONTRACTOR'S ACCEPTANCE:					
AUTHORIZED SIGNATURE					
DATE					

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QSS Group, Inc.

NAS5-

99124

TASK NO.

53

AMENDMENT

Applicable paragraphs from contract Statement of Work: Function 2B

STATEMENT OF WORK: (Continue on blank paper if additional space is required)

See page 3.

PERFORMANCE SPECIFICATIONS:

See page 3.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 9/30/99**MILESTONES/DELIVERABLES AND DATES:**

See page 3.

PERFORMANCE STANDARDS:

Schedule: On-time delivery/completion of specified deliverables/milestones

Technical: ATR's acceptance of the above

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

William B. Poland, building 302, room 110, Good Luck Road

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Task #: **53****STATEMENT OF WORK: (Continued)****INTRODUCTION**

The contractor is to provide systems engineering services for CCSDS Data Standards Management and GSFC Technical Standards Management as presented in this statement of work.

1.0 CCSDS Data Standards Management**1.1 Description of Work to be Performed**

The contractor shall provide CCSDS data standards management services to include:

- *Participate in meetings and reviews to provide analyses and reports for the Consultative Committee for Space Data systems (CCSDS) Panels 1, 2 & 3, the NASA Technical Advisory Group (NTAG) to CCSDS and the GSFC Level 3 Operations/On-line Information System (GL3O/OLIS) Working Group.
Write standards and standards planning documents, review and comment on draft standards, and coordinate with other activities on standards work.
- *Serve as the Executive Secretary for the CCSDS and the ISO/TC-20/SC-13 semi-annual meetings. Document the actions and minutes of the CCSDS Management Council and the ISO TC-20/SC-13 meetings.

1.2 Schedule of Performance

The work shall be performed from May 3, 1999 through September 30, 1999.

1.3 Milestones

- Demonstrate full familiarity with the data sources, software, data bases 5/31/99
and preferred practices required.

It is necessary to develop familiarity with the on-line and other support facilities so as to have capability to maintain and upgrade them as needed.

- Prepare draft of CCSDS Secretariat's Report to CCSDS 5/31/99
Management Council

This semi-annual report reflects the cumulative technical and administrative activity of the CCSDS program for the intervening six-month period between successive Management Council meetings. Based on review and analysis of the numerous, on-going work programs, it provides a cohesive statement of CCSDS progress for Management Council consumption.

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- Prepare draft of CCSDS Management Council Report 6/30/99

This semi-annual report summarizes the activities, actions and resolutions which were completed during each Management Council meeting. It further allocates responsibilities across agencies for the conduct of the work during the up-coming six-month period. Expediting of agencies' work is effected throughout these periods to ensure timely performance by the participants.

- Prepare draft of ISO/TC-20/SC-13 Secretariat's Report to SC-13 5/31/99

This semi-annual report is similar to the CCSDS Secretariat's Report to Management Council except that the focus is on ISO/TC-20/SC-13 activity domain.

- Prepare draft of ISO/TC-20/SC-13 Meeting Report 6/30/99

This semi-annual report is similar to the CCSDS Management Council Report except that the focus is on ISO/TC-20/SC-13 activity domain.

- Submit GL3O/OLIS Report to SOMO Level 2 Monthly

This report is a status of the GL3O/OLIS activities at the end of each month. It provides highlights, activity review and issue identification of GSFC efforts in the standards program.

- Prepare Technical Reports 4 weeks following the technical meeting

Technical notes and reports are provided reflecting the activities of various meetings held throughout the year. Included in this list are panel Technical Interchange Meetings (TIMs), international teleconferences, and the NASA Technical Advisory Group to CCSDS (NTAG). These reports seek to record significant issues dealt with at the meeting, analyze as needed events of the meeting, and track activity during the intervening period between successive meetings.

2.0 GSFC Technical Standards Management

2.1 Description of Work to be Performed

*The contractor shall perform a survey of technical engineering standards currently being used at Goddard Space Flight Center (GSFC) in the development of space, sub-orbital and ground systems excluding facilities in support of GSFC missions. The scope of the assessment of technical engineering standards includes any and all voluntary consensus standards (VCS), military (MIL) standards, NASA standards, GSFC standards, and international standards. The GSFC organizations to be surveyed include:

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Flight Assurance -- Code 300

Flight Projects Directorate -- Code 400

Applied Engineering and Technology Directorate -- Code 500

Space Sciences Directorate -- Code 600

Systems, Technology and Advanced Concepts Directorate -- Code 700

Sub-orbital Projects and Operations Directorate -- Code 800

Earth Sciences Directorate -- Code 900

*The contractor shall collect and maintain a database of technical standards currently in use at GSFC. These standards will be collected through one-on-one interviews with GSFC technical personnel. Standards that are recommended by NASA technical personnel to be NASA Preferred Technical Standards will be reviewed, prepared and entered into the recommendation process, first with GSFC Directorate and Center Heads, and then with NASA's Engineering Standards Steering Council (ESSC).

The contractor shall perform an assessment of technical engineering standards currently being developed at GSFC, to determine whether they are NASA-unique or externally sponsored Voluntary Consensus Standards (VCS), and whether they have local or general application within the Agency.

A directory of GSFC civil servant or contractor participants in standards developing organizations shall be updated and maintained.

*The contractor shall provide minor on-site record keeping and administrative services.

2.2 Schedule of Performance

The work shall be performed from May 3, 1999 through September 30, 1999.

2.3 Milestones

- Demonstrate familiarity with the software and databases associated with the Goddard Technical Standards Program (GTSP). Homepage 5/31/99

It is necessary to have capability to maintain and upgrade these facilities in order to meet the reporting requirements of OMB Circular A-119.

- Analyze results from review of survey database of Codes 540, 550, 560, 570, 580 and 300 and make appropriate recommendations. 5/31/99

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|--|-----------|
| - Report on progress of program to GSFC managers | Monthly |
| - Report on progress of program to MSFC managers | Quarterly |
| - Report on results of assessment of Codes 900 | 5/31/99 |
| - Report on results of assessment of Codes 600 | 6/30/99 |
| - Report on results of assessment of Codes 700 | 8/31/99 |
| - Report on results of assessment of Codes 400 and 800 | 9/30/99 |
| - Update the Project Plan | Monthly |